

Day of Event

LAST UPDATED

DECEMBER 23, 2002

Early A.M.

Event Coordinator should check in with MU Building Supervisor/Manager. Discuss the day's itinerary and all changes. **Walk through the area together and note:**

- Set-up of main ballroom**
- Set-up of east and west ballrooms**
- Is all rented equipment accounted for?**
- Are additional trash cans in the main ballroom?**
- Is there a ladder for decorating?**
- Are a broom and a mop bucket in the pantry area?**
- Is there a coat rack?**
- Confirm schedule of door control, security, and event beginning**
- Discuss the schedule for the end of the event**
- Who will be supervising the clean-up/break-down of the event?**

Both parties should leave with knowledge of the other's schedule and the best means to contact each other.

Meet during the morning with chairs of all committees. Identify areas of concern; map out the day; clarify who is doing what and where everyone can be reached.

Mid-day

Event Coordinator should check in with all committee chairs to note progress, to check on schedule, and to field any problems. **Be sure to speak with whoever is in charge of the food, to be certain that they are on schedule and have all volunteers and items needed to complete production on time.**

One hour before scheduled door opening

- Pick up cash box for ticket sales**
- Set up ticket sales**
- Secure all entrances to the Ballroom**
- Confirm arrival of door control personnel**
- Confirm arrival of entertainment**
- Set lighting and sound**
- Check in with all committee chairs**
- Troubleshoot**

End of Event

- Clear ballrooms of everyone but clean-up volunteers**
- Contact Building Supervisor for instructions on clean-up**
- Remove and store all tables and chairs**
- Remove all decorations**
- Empty trash and sweep floors**
- Count tickets received at entry**
- Count cash box, and deposit money at MU Business Office (no later than 1 hour before MU Business Office closes)**
- Reconcile ticket sales with dollars deposited**
- Return all rented equipment**